

**ADMINISTRATOR REPORT**  
**December 28, 2017**

**TO:** The Campbell County Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** January 2, 2018 Board of Supervisors Meeting

**5:00 PM** - Call to Order and Pledge of Allegiance by Administrator Rogers  
Invocation by Supervisor Borland

**ORGANIZATIONAL MEETING** – [Agenda](#)

- a. SELECT CHAIRMAN
  - i. Call for nominations for Chairman
  - ii. Nominate Chairman
  - iii. Motion to close nominations and affirm Chairman
- b. NEW CHAIRMAN ASSUMES CHAIR
  - i. Call for nominations for Vice-Chairman
  - ii. Nominate Vice-Chairman
  - iii. Motion to close nominations and affirm Vice-Chairman
- c. ESTABLISH TIME AND PLACE OF MEETINGS

**RECOMMENDATION:** Staff recommends the Board select the Chairman and Vice-Chairman for 2018.

Staff recommends the Board of Supervisors establish the regular meeting schedule on the first and third Tuesday of each month beginning at 5:00 PM in the Board Meeting Room, Walter J. Haberer Building, Rustburg, Virginia. The second meeting of the month to be reserved for work sessions and special meetings as needed. With the inclement weather provision that if the Chairman acts, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be continued to the following Thursday of that week at 5:00 p.m. and all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required. (Per authority of Section 15.2-1416 of the Code of Virginia)

Staff recommends the Board select representatives to the various committees and boards.

Finally, staff recommends the Board consider moving the Public Hearing start times from 6:30pm to 6:00pm.

**1. APPROVAL OF MINUTES**

[REGULAR MEETING MINUTES – DECEMBER 5, 2017](#)

## **2. APPEARANCES**

### **a. RECOGNITION OF STANLEY GOLDSMITH**

Supervisor Goldsmith was first elected to the Board of Supervisors on January 1, 2008 to represent the Altavista Election District. On November 12, 2017 Supervisor Goldsmith was recognized at the Virginia Association of Counties Annual Meeting for 10 years of service.

**RECOMMENDATION: Staff recommends the Chairman present Supervisor Goldsmith his Certificate and Service Pin for his 10 years of service on the Board of Supervisors and to the citizens of Campbell County.**

### **b. RESOLUTION TO HONOR KAREN DANOS AND STAFF APPRECIATION**

At the request of the Board, a resolution has been prepared to honor Karen Danos, Campbell County Registrar, who passed away on October 16, 2017. The resolution also expresses appreciation to the Registrar staff, Electoral Board and the volunteer Election Officials for seamlessly fulfilling the requirements of the 2017 General Election during a very difficult time.

**RECOMMENDATION: Staff recommends the Board adopt the resolution to be presented to the family of Karen Danos and the Electoral Board at an agreed upon time.**

## **3. ADMINISTRATOR'S ITEMS**

Frank J. Rogers, County Administrator

### **a. AUDITED FINANCIAL REPORT FY2017**

The completed annual audited Financial Report for FY2017 for Campbell County has been distributed in printed form to the Board, in order for the Board to be prepared to receive the formal presentation today by Mr. Matt McLearen. Staff will also review the results of the audit with the Administration/Human Services Committee on January 2, scheduled just prior to the meeting of the full Board of Supervisors. The Board is asked to bring their printed copies to the January 2 Board meeting for the presentation. Mr. McLearen will also answer questions from the Board.

**RECOMMENDATION: Receive the presentation from Mr. Matt McLearen of Robinson, Farmer, Cox Associates and ask any questions or request any additional information relating to the FY2017 Audited Financial Reports.**

Clifton M. Tweedy, Deputy County Administrator

### **b. HIGHWAY MATTERS**

- i. Status of Outstanding Highway Matters: See agenda
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

**4. CONSENT AGENDA**

a. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

b. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$11,804.82 from the county attorney for services provided from November 21, 2017 through December 20, 2017.

c. SMALL PURCHASING POLICY UPDATE

The Purchasing Department of the Finance and Management Services Department has been working on a revised small purchase policy. The County's existing small purchase policy includes a threshold of \$50,000 for all types of purchases, and requires an IFB or RFP for all purchases above that limit. The purchasing policy limits were last updated in 2013. The proposed updates are as follows:

- Purchases \$3,000 and below would not require any assistance from the Purchasing Department, and would be authorized by a department head with the necessary funds budgeted. **(Currently the policy is \$1,000)**
- Purchases between \$1,001 and \$3,000 would require contact with Purchasing for a Purchase Order, but no specific bidding processes would be required. **(Eliminate this statement as it is combined into one as depicted above).**

**RECOMMENDATIONS: Staff recommends the Board:**

- Approve the appropriations as presented;**
- Approve the County Attorney invoice of \$11,804.82;**
- Review the proposed revisions to the small purchase policy and following discussion, implement the recommend policy with any changes requested by the Board.**

**5. APPOINTMENTS**

Attached for your review is a list of appointments.

**6. MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss matters from the Board.

7. **CLOSED MEETING** – None

6:30 P.M.

8. **PUBLIC HEARINGS**

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

a. [SPECIAL USE PERMIT REQUEST – WATERLICK ROAD](#)

# PL-17-51      This request is to rezone 0.610 +/- acres from Business – Limited Commercial to Business – General Commercial in order to construct a restaurant. The property is located at 4281 & 4295 Waterlick Road, Forest, VA, and in the Timberlake Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. Staff report is [attached](#).

There is an existing concession trailer in operation on the property that would be permitted to operate with the proposed rezoning to Business – General Commercial. The parcel also currently contains two old residential homes that would be demolished for construction of the future restaurant. The restaurant would be 1,200 sf and be served by public water via CCUSA and a private on-site septic system. The existing two entrances will be consolidated into one entrance to be shared with the neighboring property. A buffer (to include vegetative buffering, fencing, or both) will be required between the subject property and the adjoining residential properties.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.**

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9. **AGENCY MINUTES AND REPORTS**

- |   |                   |
|---|-------------------|
| a. <a href="#">Robert E. Lee Soil and Water Conservation District</a> | October 26, 2017  |
| b. <a href="#">Planning Commission</a>                                | October 23, 2017  |
| c. <a href="#">School Board</a>                                       | November 13, 2017 |
| d. <a href="#">Joint Board</a>  | November 20, 2017 |

10. **INFORMATIONAL ITEMS**

- |   |               |
|---|---------------|
| a. <a href="#">Report – Expenditure/Revenue Summary</a>           | November 2017 |
| b. <a href="#">Report – Treasurer FY18</a>                        | November 2017 |
| c. <a href="#">Unassigned Cash/Fund Balances</a>                  | November 2017 |
| d. <a href="#">Lynchburg Region Artisan Trail Naming Ceremony</a> | January 2018  |

## BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 12/21/17

Items marked with an asterisk (\*) are changed from the previously published schedule.  
Underlined items are special meetings.

### **Tuesday, January 2<sup>nd</sup> –**

5:00 PM – Regular Administrative Business Meeting

6:30 PM – Public Hearings – Rezoning on Waterlick Road

### Tuesday, January 16<sup>th</sup> –

5:00 PM – Work Session – Board Level Multi-Use Room

### **Tuesday, February 6<sup>th</sup> –**

4:00 PM – Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (to be determined)

5:00 PM – Regular Administrative Business Meeting

6:30 PM – Public Hearings, none are currently scheduled

### Tuesday, February 13<sup>th</sup> –

5:00 PM – EMSAC – Public Safety Conference Room – (to be determined)

6:00 PM – FAC

### Monday, February 19<sup>th</sup> –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (to be determined)

### Tuesday, February 20<sup>th</sup> –

5:00 PM – Joint Meeting with School Board – Board Level Multi-Use Room

### **Tuesday, March 6<sup>th</sup> –**

4:00 PM – Public Safety Committee –

Board Level Multi-Use Room – (to be determined)

5:00 PM – Regular Administrative Business Meeting

6:30 PM – Public Hearings, none are currently scheduled

### Tuesday, March 20<sup>th</sup> –

5:00 PM – No Board workshop currently scheduled

### **Tuesday, April 3<sup>rd</sup> –**

4:00 PM – Administration/Human Services Committee –

Board Level Multi-Use Room – (to be determined)

5:00 PM – Regular Administrative Business Meeting

6:30 PM – Public Hearings, none are currently scheduled

### Tuesday, April 10<sup>th</sup> –

5:00 PM – Budget Work Session – Board Level Multi-Use Room

### Thursday, April 12<sup>th</sup> –

5:00 PM – Budget Work Session (if needed)

Tuesday, April 17<sup>th</sup> –

5:00 PM – No Board workshop currently scheduled

**Tuesday, May 1<sup>st</sup>** –

4:00 PM – Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (to be determined)

5:00 PM – Regular Administrative Business Meeting

6:30 PM – Public Hearing – Budget

Tuesday, May 8<sup>th</sup> –

5:00 PM – EMSAC – Public Safety Conference Room – (to be determined)

6:00 PM – FAC

Tuesday, May 15<sup>th</sup> –

5:00 PM – Final Budget Presentation & Adoption

Monday, May 21<sup>st</sup> –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (to be determined)

**Tuesday, June 5<sup>th</sup>** –

4:00 PM – Public Safety Committee

Board Level Multi-Use Room – (to be determined)

5:00 PM – Regular Administrative Business Meeting

6:30 PM – Public Hearings, none are currently scheduled

Tuesday, June 19<sup>th</sup> –

5:00 PM – No Board workshop currently scheduled